

EAST FALLOWFIELD TOWNSHIP
BOARD OF SUPERVISORS MEETING
October 28, 2025 **Approved Minutes**
6:30 p.m.

Members Present

Clare McEvoy, Chairwoman
Mike Domboski, Vice Chairman
Wilson Lambert, Member
Katja DiRado, Member
Al Wright, Member

Township Staff Present

Scott Swichar, Township Manager
Dave Hindman, Township Treasurer
Chad Osborn, Police Chief
Township Solicitor
Mike Crotty

1. CALL TO ORDER, SILENT MEDITATION, PLEDGE OF ALLEGIANCE

Chairwoman McEvoy called the meeting to order at 6:30 PM.

2. DISCUSSION

B. APPROVAL OF MINUTES

OCTOBER 14, 2025 BOARD OF SUPERVISORS MEETING MINUTES

MOTION: Chairwoman McEvoy made a motion to approve the October 14, 2025 Board of Supervisors meeting minutes as presented. Supervisor DiRado seconded.

VOTE: 5-0.

C. FIRE DEPARTMENTS & DEPARTMENT OF EMERGENCY SERVICES

- 1) September Westwood Fire Company Fire Chief's Report submitted for Board and resident review.
- 2) September Westwood Fire Company EMS Report submitted for Board and resident review.
- 3) September Modena Fire Company Fire Chief's Report submitted for Board and resident review.
- 4) September Modena Fire Company Fire Chief's Report – East Fallowfield Calls Only submitted for Board and resident review.
- 5) September Modena Fire Company EMS Report submitted for Board and resident review.

D. PRESENTATION: John Sly to discuss Act 72 Volunteer EMS Tax Credits for Westwood Fire Company/Modena Fire Company (Informational)

John Sly, Battalion Chief and President of Westwood Fire Company, stated that he approached the board about a year ago about Act 72 tax credits. Westwood will be taking delivery of a new ambulance that was ordered in 2022. He stated that there are no new funding requests from the township this year. He stated that the law was changed in 2020 to allow for incentives for volunteer firefighters and EMS personnel. Chester County adopted a county wide ordinance that allows volunteers to get a tax credit on county property taxes. He is reaching out to the municipalities asking for the same tax credit. Mr. Sly stated there are six fire fighters living in the township who volunteer for Modena or Westwood who received tax credits last year. Volunteers must participate in training and respond to a certain number of calls or training incidents and pay taxes in order to qualify for the tax credit. There is a reimbursement process. Sadsburyville Township and Caln Township has already implemented the tax credit. The anticipated credit value is \$2,642 total attributed to the current volunteers. The tax credit might encourage volunteers to participate in more calls. He is hoping the board will consider the credit for the 2026 tax year. The responses are based on 2025 calls. He is hoping the township will follow the formula the county has adopted. Mr. Sly stated that volunteers must be property owners or they will not be eligible for the tax credit. He stated that other municipalities have implemented an earned income tax credit up to a certain value. The impact on the township would be less than \$7,000 for earned income tax revenues. He hopes to see an increase in volunteer participation as a result of the tax credit.

There was a board discussion on the topic.

Mr. Crotty stated that the ordinance would be in place every year. The township would need to advertise the ordinance 30 days ahead. A draft could be prepared by the first meeting in November. The board could adopt an ordinance in December. Mr. Crotty stated that a waiver on annual salary caps approved by the board last year stays in place until the township rescinds it.

E. SUMMARY BY APPLICABLE BOARD LIAISON

Township Office – Supervisor Wright
Police Department – Supervisor DiRado
Public Works Department –Chairwoman McEvoy
Emergency Services and Fire Marshal –Vice Chairman Domboski
Planning Commission – Vice Chairman Domboski
Historical Commission – Supervisor Lambert
Park and Recreation – Chairwoman McEvoy
Environmental Advisory Committee (EAC)– Supervisor DiRado

A. TREASURER’S REPORT

1) Payment Authorizations.

MOTION: Chairwoman McEvoy made a motion to approve the Payment Authorizations for the period of October 15, 2025 through October 28, 2025 in the total amount of \$57,834.03 as presented. Supervisor Wright seconded.

VOTE: 5-0.

2) September 30, 2025 Treasurer's Report

MOTION: Chairwoman McEvoy made a motion to approve the September 30, 2025 Treasurer's Report as presented. Supervisor DiRado seconded.

VOTE: 5-0.

B. TOWNSHIP MANAGER'S REPORT

1) Proposal for Engineering Services to Rebuild Mortonville Road Bridge

Mr. Swichar stated that the board approved a proposal last winter to complete a site survey and environmental work. The work was completed. Then Township was hoping to work with the Chester County Conservation District. However, the state budget impasse has affected the Conservation District's participation in the project. Mr. Swichar is recommending that the township continue and asked the board to approve the engineering design and DEP permitting phase of the project.

John Renzo, from Pennoni stated that Pennoni is ready to look at bridge design and engineering. Hydraulic studies will need to be completed once they know what type of bridge structure is needed. Environmental DEP and engineering/design would be the next step.

Solicitor Crotty stated that number one on the proposal has already been completed by Pennoni.

Vice Chairman Domboski wanted confirmation that \$7,000 was spent on survey work and environmental and DEP permitting. He questioned expected time frames for both portions of the project.

Mr. Renzo stated yes. He stated that both stages would be done concurrently. There would need to be an investigation on bridge design. He stated it will be approximately 3 months. Submission to DEP would be around the end of the year.

Supervisor Wright requested to know why the bridge failed.

Mr. Renzo stated they were not contracted to determine cause of the failure. He anticipates the bridge will be a longer span. He anticipates the bridge would not be any lower than the current bridge.

Township Manager Swichar stated that the township secured a \$300,000 earlier this year. The Township submitted an additional grant application, but the decision is on hold due to the state budget impasse.

Supervisor Wright requested options for designing bridge to a larger 100 year storm event to see

how it will impact design of the bridge.

MOTION: Chairwoman McEvoy made a motion to authorize Pennoni to begin the engineering/design phase of the Mortonville Bridge project as reflected in the scope and cost estimate. Supervisor Wright seconded.

VOTE: 5-0.

- 2) New Business: Chairwoman McEvoy stated that the board received an email this afternoon from a township resident who participated in a town hall last week. They had several questions related to Saw Mill Road culvert project, Comprehensive Plan updates.

Township Manager Swichar provided updates on Saw Mill Road. He stated the project is out to bid. Mr. Swichar stated that the Planning Commission is looking at an update to the comprehensive plan, and the township included this expense in the 2026 budget. Mr. Swichar stated that there is one year remaining on the existing 3 year contract. There are two additional one-year option terms. The township could explore a feasibility study next year. There was a question why revenues were so high for building permits. Mr. Swichar stated that the building permits were a one-time building permit fee attributed to the new elementary school. Mr. Swichar discussed the police chief and township manager having an employment agreement and stated that the police chief has a take home vehicle so he could respond to an emergency. The salaries for police chief and township manager were increased and brought in line when the agreements were approved at a public meeting. Mr. Swichar stated that there was a question about reserves that he will cover in his slide presentation.

Supervisor Wright stated that uniform crime reports are available online.

- 3) First Presentation of Budget (Informational)

Mr. Hindman stated there are several changes to the draft budget that was presented on October 14. Mr. Swichar discussed the budget schedule. He stated that October 14 was the budget work session where the township discussed and reviewed the first draft of the budget. The October 14 presentation was recorded and is available to view from the township's YouTube page. Mr. Swichar stated that tonight is the first presentation of the budget. This is also an opportunity to discuss and make any changes to the budget. The 2026 budget reflects a handful of changes since it was last presented to the board. Those changes are highlighted in blue on the board's copy.

Mr. Swichar stated November 18 is the second budget presentation and the board could authorize the advertisement of the budget on that date. Per second class township code, the township is required to advertise the budget for at least 20 days before the final budget is adopted. Once the board authorizes advertisement, the budget would then be available for public inspection. The budget would be placed on the township website and hard copies would also be available at the township building. Budget adoption is currently scheduled for December 9. If the Budget is not approved for whatever reason, there is another meeting scheduled for December 16. The budget must be adopted by December 31 per second class township code.

Mr. Swichar stated there is no real estate tax increase proposed in the 2026 General Fund or Fire/EMS fund. This is the eighth year the township has not seen a tax increase in the General Fund. He is recommending no increase in the trash fee. The last increase was in 2024. He stated that all township budgets are balanced per second class township code. Next year, the township is

projecting a potential budget deficit of \$222,449 in the General Fund next year, which means the township would be using township reserves to balance the budget. Use of fund reserves is not due to overspending, but primarily the result of increased legal expenses due to a heavy volume of Right to Know requests from one resident. If the current volume of requests continues into next year, the township could see severe impacts to the township finances and legal expenses reaching \$175,000. Keep in mind, this is a projection, not an exact figure. The township wants to make the board and public aware of the potential fiscal impact, so the township can plan accordingly. He stated that the Township is also budgeting for an 18% increase in employee healthcare costs which would cost the township an additional \$35,000 next year. As of June 30, The Township had a 2025 performance ratio of 231.5%, which is well over expected (100%). Our costs are going up because there are several employees on our plan who have a high amount in claims. Mr. Swichar stated the 2026 General Fund Revenue Budget (total) of \$4,490,772 is \$413,739 greater than 2025 General Fund Revenue Budget (total) of \$4,077,033. He stated the 2025 General Fund Budget reflects a \$1 million transfer to the Capital Fund and the 2026 General Fund Revenue Budget total includes \$1 million transfer to Municipal Building Fund and \$222,381 is designated from the general fund balance. Mr. Swichar stated this makes the overall revenue making revenue appear higher than it is. Mr. Swichar stated when you remove the \$222,449, use of fund balance in 2026 and \$1 million transfers, the 2026 General Fund Revenue is only \$58,555 or 1.8% higher than the 2025 General Fund Revenue. The increase in revenue in the 2026 General Fund revenue budget largely attributed to a modest increase in earned income taxes (EIT).

Mr. Swichar discussed other budget highlights including that the 2026 General Fund Expenditure Budget is \$4,490,772, which is \$413,739 more than 2025 General Fund Expenditure Budget of \$4,077,033. Mr. Swichar stated that both the 2026 General Fund Budget includes a \$1 million transfer from the General Fund to the Municipal Building Fund and the 2025 General Fund Budget includes a proposed \$1 million transfer from the General Fund to the Capital Fund to pay for capital expenses. The adjusted 2026 expenditure budget when removing the \$1 million transfer is \$3,490,772 and the 2025 expenditure budget removing the \$1 million transfer is \$3,077,033. This means that the 2026 expenditure budget is about 13% higher than the 2025 expenditure budget. The township budgeted a 5% increase for all Insurance, professional, and fixed operating costs due to inflation.

Mr. Swichar stated the Township continues to focus on rebuilding neglected infrastructure and the township budgeted for Road paving \$401,962; Mortonville Road bridge \$765,380 was budgeted, and \$1 million is budgeted to be transferred to the Municipal Building Fund.

Mr. Swichar provided an overview of reserve funds. He stated that reserves are the fund balance that the township has at the end of the year after all bills or payroll have been paid. These funds ensure the township has a cushion during the first 3 months of the year when there is no tax revenue, ensure the township can maintain stable tax rates during downturns, and allows us to move funds to purchase equipment like police cars or other capital equipment that the township needs to operate.

He stated there are outside recommendations on how much funding is needed to keep in reserves. The GFOA for example recommends that governments maintain unrestricted fund balance in their general fund of at least 2 months of general fund operating revenues or regular general fund operating expenditures. He stated that this is minimum amount they would recommend. Mr. Swichar stated there is no universal formula for every municipality as every township has its unique needs. Mr. Swichar stated East Fallowfield is above the two month threshold which reflects sound fiscal management. Mr. Swichar stated that it is important to note that the township

periodically transfers money from the general fund to pay for major infrastructure and equipment. This allows the township to avoid taking on debt and enables us to pay for capital projects on a pay as-you-go basis. Mr. Swichar stated the Mortonville Road Bridge Collapse was an unexpected event, and having money in reserves allows the township to respond to these infrastructure failures without having to secure a loan. Mr. Swichar stated that if you looked at the 2024 financial audit, it would reflect the township has \$6 million in reserves however, the 6 million figure represents the combined balances of all township funds, not just the general fund. He discussed the Park fund which has \$234,000 in it however, these are non-tax revenues, and the money can only be used for park and recreation. He also discussed that Fire/EMS had \$600,000 bank balance at the beginning of the year, but that money can only be used for Fire/EMS. Mr. Swichar stated that the township will have \$2.9 million in its general fund reserve balance at the end of this year after the \$1 million transfer. In 2026 after the \$1 million transfer to the Municipal Building Fund, the township will have \$1.7 million in general fund reserves, which is roughly 49% of expenses (or 6 months reserve capacity). These transfers are budgeted, and the board also approves them by resolution.

4) Results of Single Use Plastics Survey (Informational)

Mr. Swichar stated that the township approved a 6-month moratorium on enforcement of single use plastics on August 26. He stated that the township conducted an online survey. Mr. Swichar provided an overview of the results of the single use plastics survey. He stated that 394 have participated in the survey. The survey results are posted in the board meeting packet which is on the township's website.

C. LEGAL

1) Update on Pelham Place/Fieldstone Village Public Improvements (Informational)

Solicitor Crotty provided an update on the progress related to Fieldstone. He stated that they are working with the HOA attorney. A lawyer in his firm is gathering all documents requested by the HOA and Traveler's. He is unsure how long it will take to get money from bonding company. If litigation is involved it could take longer. Mr. Crotty stated that because the development roads are not owned by the township, the township cannot put plows on these roads.

D. PARK AND RECREATION BOARD

1) No report submitted

PLANNING COMMISSION

1) No Report Submitted

POLICE DEPARTMENT

1) September Police Report submitted for Board and resident review.

2) Resignation of Part-Time Police Officer Patrick Gaffney

MOTION: Chairwoman McEvoy made a motion accepting the resignation of part-time police officer Patrick Gaffney. Vice Chairman Domboski seconded.

VOTE: 5-0.

3) Written Offer Letter of Employment to James Grajewski

MOTION: Chairwoman McEvoy make a motion to tender a conditional offer of employment to James Grajewski to serve as part-time police officer pursuant to Act 57 and per the terms contained in the conditional offer letter dated October 28, 2025. Supervisor Wright seconded.

Mr. Swichar stated that Mr. Grajewski served as a part-time police officer for the township in the past.

Shane Cloyd, township resident, questioned if officers can work elsewhere.

Chief Osborn stated yes. They are per diem and not guaranteed a certain number of hours.

VOTE: 5-0.

4) Part-Time Police Administrative Assistant

MOTION: Chairwoman McEvoy made a motion to extend a conditional job offer to Nancy Baker to serve as part-time police administrative assistant at an hourly rate of \$24.11/hour. Supervisor Wright seconded.

VOTE: 5-0.

5) Approving Updated Policies for the Police Department

MOTION: Chairwoman McEvoy made a motion to approve the following updated policy for the Police Department: Response to Resistance. Supervisor Wright seconded.

Chief Osborn stated the policy addresses how officers respond to resistance when responding to their duties. The change is based on best practices, and the policy removes excited delirium based on scientific investigation.

There was a board discussion.

VOTE: 5-0.

1 HISTORICAL COMMISSION

1) Report Submitted

2 OLD BUSINESS: None

3 NEW BUSINESS: None

4 PUBLIC PARTICIPATION:

Phillip Roomet, Township resident, discussed a township supervisor.

Pamela Jaccard, Township resident, discussed budgetary concerns.

Kevin Di Girolamo, Township resident, stated that he sent in questions from the town hall. He stated that he would like to see the personnel manual.

Mike Petro, Township resident, discussed Right to Know requests, the plastic bag ban survey, state budget impasse and SNAP/EBT checks.

Shane Cloyd, Township resident, discussed his right to know requests and township budget.

Robin Romanelli, township resident, discussed right to know requests that were submitted by a township resident.

Kelly Ann, township resident, discussed the bulk trash event, code enforcement, animal control issue, and breakdown of taxes.

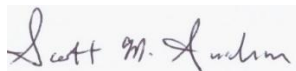
Robin Burdick, township resident, discussed Misty Patch Road and the water line.

5 ADJOURNMENT

MOTION: Supervisor Wright made a motion to adjourn the October 28, 2025, of Supervisors Meeting at 8:38 pm. Vice Chairman Domboski seconded.

VOTE: 5-0.

Respectfully Submitted,

A handwritten signature in dark ink, appearing to read "Scott M. Swichar", is written over a light gray rectangular background.

Scott Swichar,
Township Manager/Secretary